

Guidelines for working at School and at home

In order to continue the progress made by your daughters already this year, we are all committed to making their education as full, varied and purposeful as possible. Whether your daughter is working at home or at School, all pupils will be set the same tasks to ensure equal learning opportunities to all pupils.

What happens next week at home and at School?

For the first week, we are providing tasks for the girls to complete in the form of a Home Learning pack, consisting of a specially-prepared activity booklet, textbooks or activities set on Show My Homework/Early Excellence. All pupils should complete this work either at home or at school. This will allow some flexibility in the short term whilst we all adjust to these new ways of learning.

How will future learning take place at home and at School?

Beyond this time, we will be setting work for Y1-5 on a daily basis to follow the usual class timetable. Work will be available from 9:00am every school day and set through Show My Homework. The work will be set by your daughter's teacher in relation to the plans already in place for each subject. There will be a variety of activities every day, which practise different learning skills. Some work will require access to the internet, some will be written, some will be practical.

Every Home Learning Task will have clear instructions, with maybe a supporting PowerPoint or an online link, and it will explain how the task should be submitted for marking and feedback. We ask for work to be completed by 4pm, so that the teachers have time to download work, read it, mark it, provide feedback and then plan suitable learning activities for the girls' next steps, before 9am the next day.

We will not be setting the usual timetable of 'home sharing' activities or homework during this time. We hope that you will find some time for your daughter to enjoy recreational activities and we will try to provide ideas, where possible.

What will happen if my daughter is learning at School?

Your daughter can be dropped off at School at **8:30am** to the Junior Department. All families can drive on the School site during this time. Please wait outside the Junior Department until a member of staff takes responsibility for your daughter. She will be registered by the member of staff on arrival.

All the pupils who are learning in school will be supervised in a classroom by two members of staff. The girls will be able to access their Home Learning Tasks by 9am and then they can complete them. We will have breaks together outside and eat lunch together inside.

When you have finished work and are collecting your daughter, please come to the Junior Department main entrance and press the door buzzer. Wait there until a member of staff can bring your daughter to you. All children must be collected by **5:00pm**.

What should my daughter bring for learning at School?

Your daughter can wear her home clothes, so that it is easier to wear clean clothes every day for hygiene purposes. She should bring her pencil case, water bottle and her snacks for

the day. Lunch will be provided next week but not beyond Friday 27 March. There is a small selection of snacks available for After School Care until 5pm, such as crisps, biscuits and crackers.

Your daughter should bring her Home Learning pack with her in order to use her printed activity booklet when she is in School.

What should I do to prepare for learning at home?

We advise that you prepare for this by keeping the Home Learning resources in a designated place so your daughter can be reasonably independent. This includes ensuring that there are basic stationery items (pencils, coloured pencils, glue, scissors, ruler, rubber, etc) available for her to use. Please keep her log in details safe and easily accessible. I suggest that you agree upon a family routine, so that this new way of working becomes the new 'normal', and less stressful for everyone.

EYFS parents/carers must ensure that they can log in to Early Excellence. Y3-5 parents/carers were sent a hard copy of their access codes to Show My Homework and asked to set up their account. Thanks to our amazing IT Managers, from today Y1-2 parents/carers will be able to set up Show My Homework parent accounts to view Home Learning Tasks and help their daughters to log in, submit work and get feedback through Show My Homework. Y1-2 have all logged in today and been sent a hard copy of their login details home tonight.

How do I help my daughter log into Show My Homework?

Here's the summary the girls were using in their lesson today:

Logging into Show My Homework:

- Google 'Show My Homework'
- Select 'Student'
- Click 'Sign in with Office 365'
- Enter email address: (firstname)(surname)@leicesterhigh.co.uk
Ensure there are no spaces.
- Enter password:

The same password used to log in to the school computers. Remember the first letter will be a capital letter!

It is vital that you have set up Early Excellence (for EYFS) or Show My Homework (for Y1-5) or you cannot receive the Home Learning Tasks that will be needed for your daughter's education. Please contact us if you have any questions.

Do I need to help my daughter when learning at home? How much should I help her?

As this is a new way of working for us all, you and your daughter may need some support initially in order to make learning run smoothly. Our younger pupils are likely to need far more support than our older pupils. Whilst we teach skills in our ICT Suite, your daughter will not be used to completing normal school tasks on a computer, so she will require some support to use your devices at home.

In our classrooms, learning is not just getting an answer right or completing a task – the process is as important as the outcome. It is really important that you let your daughter make mistakes and solve problems herself. Your daughter is used to turning to you when she has a problem that needs solving, and in these busy times it might feel like the best solution to tell her what to do. Where possible, stay firm and resist this natural temptation to

provide an answer, but ask a question that will guide her to find the solution herself. It may not be a 'quick fix' but it will embed the learning, improve her independence and give your daughter a sense of pride that she found the solution. However, we all need a 'quick fix' sometimes, so it's ok in moderation!

How can I get help from the teachers when learning at home and at School?

All school staff will be working throughout this time either within the School premises or at home. If you have any questions about the Home Learning Tasks, please contact the relevant teacher, using the following contact details:

Mrs S. Davies	Head of the Junior Department, Y3 maths sarah.davies@leicesterhigh.co.uk
Mrs P. Gascoigne	Assistant Head (Juniors), Y3 class teacher, Y1 & Y2 PSHCE pg@leicesterhigh.co.uk
Mrs N. Weller	EYFS Leader n.weller@leicesterhigh.co.uk
Mrs J. Jethwa	EYFS Lead Practitioner j.jethwa@leicesterhigh.co.uk
Miss E. Stell	Y1 class teacher e.stell@leicesterhigh.co.uk
Mrs S. Neuberg	Y2 class teacher, Y4 spelling s.neuberg@leicesterhigh.co.uk
Mrs S. Wayman	Y4 class teacher, Y3 & Y5 art s.wayman@leicesterhigh.co.uk
Mrs C. Dryland	Y5 class teacher, Y3 & Y4 RS c.dryland@leicesterhigh.co.uk
Miss S. Williams	Y1-5 Computing, Y1-5 Music, Y2 RS s.williams@leicesterhigh.co.uk
Miss A. Buchanan	Y1-5 PE a.buchanan@leicesterhigh.co.uk
Mrs G. Wheeler	Y1-5 French g.wheeler@leicesterhigh.co.uk

Direct line to After School Care 0116 2746015

How can I keep life as normal as possible for my daughter whilst learning at home?

The unprecedented recent events have brought unimaginable changes to us as adults, so it is important to understand how important a routine, calm reassurance and a positive attitude are to a child. We recommend that you:

- Establish your family routine
- Play games and solve puzzles
- Read

- Prepare family meals together
- Watch a tv programme or film together
- Take up a new hobby or refresh something you haven't done in ages
- Get some fresh air and exercise as a family
- Listen to music
- Talk

It is important that you enable your daughter to maintain her friendships for her mental wellbeing. **You are not able to allow your daughter to physically be with her friends**, but you could set up regular phone/video calls with her friends.

What about e-safety at home?

The recommended level of social isolation inevitably means a greater reliance on technology for communication. Please check that your daughter is safe online and reinforce what she should do if she comes across anything online that makes her feel uncomfortable. Regulate the amount of screen time that she has and make the most of the additional resources provided online for school closure.

We have taken time out of the planned timetable to reinforce the importance of e-safety to your daughters. There is some excellent guidance from Thinkuknow (<https://www.thinkuknow.co.uk/>) if you would like to discuss relevant issues with the family.

How will the class teacher support my daughter whilst learning at home and at School?

Your daughter's class teacher will be contacting with your daughter through Early Excellence/Show My Homework on a daily basis. We will be able to provide personal attention through the comments. We will also be assessing pupil progress after activities and awarding House Points for their efforts and achievements.

The pastoral care is so strong at Leicester High that we will endeavour to make this stretch to every home during this difficult time. Please reassure your daughter that we are here for them, even if they can't see us.

How will my daughter's teacher support me when learning at home and at School?

We will taking active measures to keep in touch with you, so that you are not left alone. Every week, your daughter's class teacher will send you a short email to check that you are managing. Please make a quick response to these emails so that we do not lose our close home-school partnerships that help us support your daughter together.

Please can I take this opportunity to thank you for the kind words and support that you have shared with the School and each other over this week. I know that our School community is very special - that is because everyone. . . you. . . make it what it is. I look forward to seeing you all back in our wonderful School as soon as possible. Please keep yourselves and your families safe.